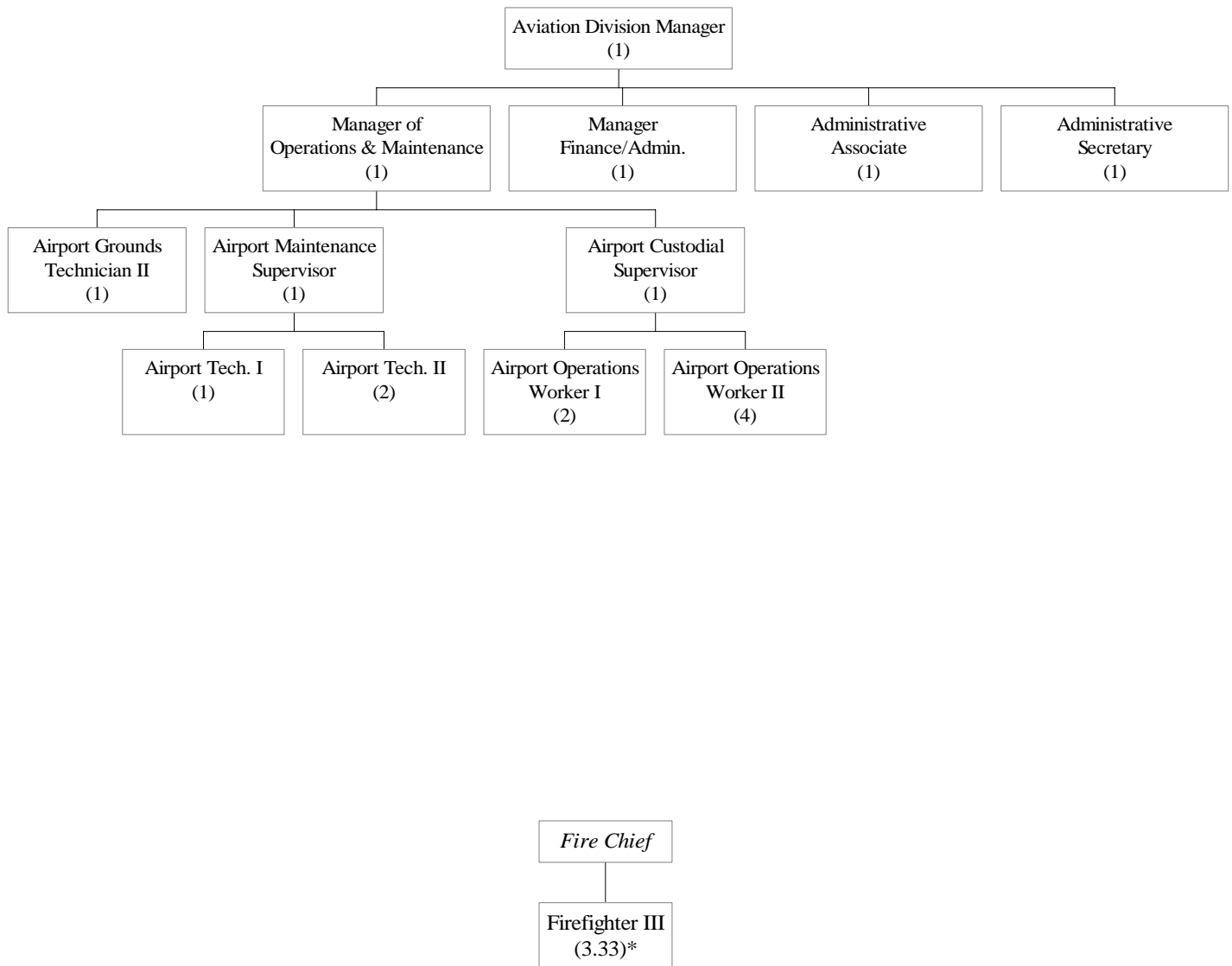




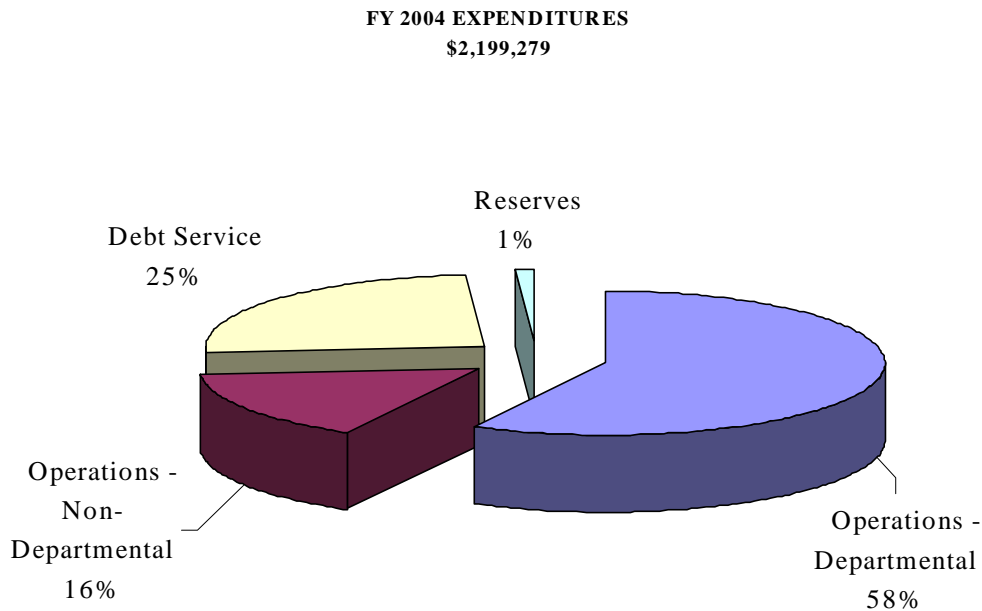
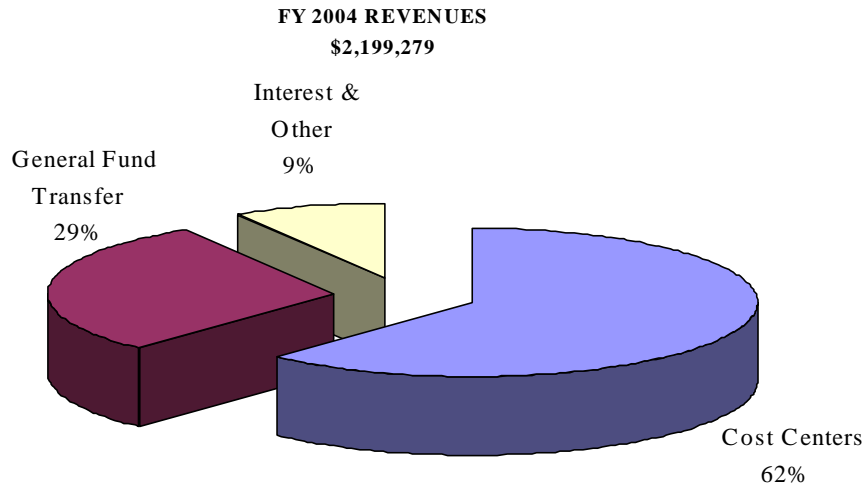
Lynchburg Regional Airport



\*.67 FTE Position assigned to Fire Department

*Lynchburg Regional Airport*

Lynchburg's Regional Airport is the main commercial-service airport serving the City and the surrounding four-county region. It is served by three airlines and handles 200,000 passengers a year. The airport is home base to about 60 private and business aircraft. The Federal Aviation Administration (FAA) owns and operates the air traffic control facility at the airport. Airport Administration manages the operations, safety, security, and capital improvements required by the FAA; maintains the airport complex; responds to crash, fire, medical, and other emergencies; promotes the airport; and administers contracts with airlines and concessions. Airport Fund revenues are from fees, leases, or rents paid by airlines, the fixed base operator that services private and business aircraft, and other concessionaires.





## Airport Fund

## FUND SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>BEGINNING FUNDS</b>	\$114,105	\$68,441	\$68,441	\$106,137	\$106,137
<b>USE OF RESERVES</b>					
Encumbrances	\$44,905	\$0	\$43,989	\$0	\$0
Carryforwards	34,016	0	0	0	0
<b>TOTAL USE OF RESERVES</b>	\$78,921	\$0	\$43,989	\$0	\$0
<b>REVENUES</b>					
Cost Centers	\$1,250,493	\$1,264,893	\$1,264,893	\$1,352,719	\$1,361,469
General Fund Transfer	614,530	730,996	730,996	\$656,149	\$648,462
Interest & Other	46,406	123,148	123,148	189,348	189,348
<b>TOTAL REVENUES</b>	\$1,911,429	\$2,119,037	\$2,119,037	\$2,198,216	\$2,199,279
<b>EXPENDITURES</b>					
Operations - Departmental	\$1,196,174	\$1,271,050	\$1,315,039	\$1,260,215	\$1,272,762
Operations - Non-Departmental	234,712	291,266	286,018	362,856	351,372
Debt Service	508,674	544,813	544,813	548,845	548,845
Reserve for Debt Service	14,769	15,300	15,300	15,100	15,100
Reserve for Maintenance	0	11,200	11,200	11,200	11,200
Encumbrances	43,989	0	0	0	0
<b>TOTAL EXPENDITURES</b>	\$1,998,318	\$2,133,629	\$2,172,370	\$2,198,216	\$2,199,279
<b>ENDING FUNDS</b>	\$106,137	\$53,849	\$59,097	\$106,137	\$106,137
<b>Key Ratios:</b>					
General Fund Transfer as a % of Total Expenditures	31%	34%	34%	30%	29%

**Airport Fund****REVENUE SUMMARY**

	<b>Actual FY 2002</b>	<b>Adopted FY 2003</b>	<b>Amended FY 2003</b>	<b>Requested FY 2004</b>	<b>Manager's Proposed FY 2004</b>
<b>COST CENTERS</b>					
Airfield Cost Center	\$131,729	\$129,116	\$129,116	\$131,500	\$131,500
Terminal Cost Center	\$868,080	\$794,919	\$794,919	\$884,219	\$884,219
General Aviation Cost Center	\$137,442	\$140,418	\$140,418	\$136,500	\$136,500
Other Airport Cost Center	\$113,242	\$200,440	\$200,440	\$200,500	\$209,250
<b>TOTAL</b>	<b>\$1,250,493</b>	<b>\$1,264,893</b>	<b>\$1,264,893</b>	<b>\$1,352,719</b>	<b>\$1,361,469</b>
<b>TRANSFER &amp; MISC.</b>					
Charges for Services	\$6,199	\$7,348	\$7,348	\$7,348	\$7,348
General Fund Transfer	\$614,530	\$730,996	\$730,996	\$656,149	\$648,462
<b>TOTAL</b>	<b>\$620,729</b>	<b>\$738,344</b>	<b>\$738,344</b>	<b>\$663,497</b>	<b>\$655,810</b>
<b>INTEREST &amp; OTHER:</b>					
Interest	\$3,467	\$3,300	\$3,300	\$2,000	\$2,000
State - Aid	\$0	\$112,500	\$112,500	\$0	\$0
All Other	\$36,740	\$0	\$0	\$180,000	\$180,000
<b>TOTAL</b>	<b>\$40,207</b>	<b>\$115,800</b>	<b>\$115,800</b>	<b>\$182,000</b>	<b>\$182,000</b>
<b>TOTAL REVENUES</b>	<b>\$1,911,429</b>	<b>\$2,119,037</b>	<b>\$2,119,037</b>	<b>\$2,198,216</b>	<b>\$2,199,279</b>



## Airport Fund

## EXPENDITURE SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>BUDGET SUMMARY</b>					
<i>Personnel (FTE)</i>	<b>20.33</b>	<b>20.33</b>	<b>20.33</b>	<b>20.33</b>	<b>20.33</b>
Salaries	662,016	711,817	711,817	681,060	693,886
Employee Benefits	200,439	198,379	198,379	194,920	197,856
Maintenance & Repair	51,935	38,553	38,553	76,648	76,648
Professional Services	3,563	6,596	34,214	5,114	2,614
Advertising & Public Relations	535	100	100	350	350
Misc. Contractual Services	25,597	51,799	57,170	40,688	40,688
Internal Service Charges	27,914	23,464	23,464	24,123	24,123
Supplies & Materials	81,913	81,180	92,180	73,263	73,263
Utilities	120,212	134,809	134,809	139,737	139,737
Travel & Training	11,332	10,404	10,404	11,339	11,339
Telecommunications	5,607	8,663	8,663	6,658	6,658
Postage & Mailing	1,219	1,310	1,310	1,355	1,355
Dues & Memberships	1,534	1,060	1,060	1,060	1,060
Rentals & Leases	2,358	2,916	2,916	3,900	3,185
<b>TOTAL</b>	<b>\$1,196,174</b>	<b>\$1,271,050</b>	<b>\$1,315,039</b>	<b>\$1,260,215</b>	<b>\$1,272,762</b>
<b>NON-DEPARTMENTAL</b>					
Security Costs (Federal Program)	82,897	0	0	180,000	180,000
Maintenance (State Program)	0	125,000	125,000	0	0
Indirect Cost Allocation	90,527	82,213	82,213	103,116	73,228
Independent Financial Audit	18,003	12,987	12,987	13,500	13,500
Customer Accounts	2,000	2,000	2,000	2,000	2,000
All Other	29,890	38,066	32,818	33,568	32,712
Transfer to Capital	10,422	0	0	0	0
Transfer to Risk Management	973	31,000	31,000	30,672	49,932
<b>TOTAL</b>	<b>\$234,712</b>	<b>\$291,266</b>	<b>\$286,018</b>	<b>\$362,856</b>	<b>\$351,372</b>



## Airport Administration Operating Expenses

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<i>Personnel (FTE)</i>	5	5	5	5	5
Salaries	215,528	209,991	209,991	204,191	208,240
Employee Benefits	61,273	59,488	59,488	55,481	56,408
Professional Services	3,458	6,500	34,118	5,000	2,500
Advertising & Public Relations	535	0	0	250	250
Misc. Contractual Services	6,194	20,000	25,169	10,000	10,000
Supplies & Materials	8,956	5,404	5,404	6,513	6,513
Travel & Training	6,287	7,000	7,000	6,885	6,885
Telecommunications	3,090	3,384	3,384	3,480	3,480
Postage & Mailing	1,149	1,120	1,120	1,215	1,215
Dues & Memberships	1,534	1,060	1,060	1,060	1,060
Rentals & Leases	2,358	2,916	2,916	3,900	3,185
<b>TOTAL</b>	<b>\$310,362</b>	<b>\$316,863</b>	<b>\$349,650</b>	<b>\$297,975</b>	<b>\$299,736</b>

**Budget Description**

The Proposed FY2004 Lynchburg Regional Airport – Administration budget of \$299,736 represents a 5.41% decrease of \$17,127 as compared to the Adopted FY 2003 budget of \$316,863.

Significant changes introduced in the Requested FY 2004 budget include:

- ♦ \$11,500 decrease in Professional Services and Miscellaneous Contractual Services.
- ♦ \$9807 decrease in Salaries achieved by budgeting a Wage employee rather than budgeting a vacant Administrative Secretary position.

The department Requested \$297,975.

All major items requested were proposed for funding.



## Airport Terminal Operating Expenses

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Personnel (FTE)</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
Salaries	153,909	197,141	197,141	179,881	183,189
Employee Benefits	55,742	58,355	58,355	55,774	56,531
Maintenance & Repair	44,871	21,541	21,541	52,114	52,114
Professional Services	105	96	96	114	114
Advertising & Public Relations	0	100	100	100	100
Miscellaneous Contractual Services	10,345	23,123	23,325	23,838	23,838
Internal Service Charges	9,671	9,375	9,375	8,390	8,390
Supplies & Materials	27,433	29,293	29,293	26,638	26,638
Utilities	83,114	89,728	89,728	90,500	90,500
Travel & Training	857	649	649	649	649
Telecommunications	269	408	408	408	408
Postage & Mailing	0	140	140	40	40
<b>TOTAL</b>	<b>\$386,316</b>	<b>\$429,949</b>	<b>\$430,151</b>	<b>\$438,446</b>	<b>\$442,511</b>

**Budget Description**

The Proposed FY 2004 Lynchburg Regional Airport – Terminal budget of \$442,511 represents a 2.92% increase of \$12,562 as compared to the Adopted FY 2003 budget of \$429,949.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$19,841 decrease in Salaries and Benefits achieved by not budgeting a vacant custodial position and reduced overtime.
- ◆ \$30,561 increase in Maintenance & Repairs for expenses previously budgeted as reimbursable under a State airport maintenance program.

The department Requested \$438,446.

All items requested are proposed for funding.



## Airfield Operating Expenses

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Personnel (FTE)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Salaries	125,436	120,955	120,955	110,542	112,553
Employee Benefits	30,250	29,064	29,064	29,699	30,159
Maintenance & Repair	2,784	10,936	10,936	10,772	10,772
Miscellaneous Contractual Services	8,674	5,821	5,821	2,850	2,850
Internal Service Charges	18,243	14,089	14,089	15,733	15,733
Supplies & Materials	42,509	40,852	51,852	21,862	21,862
Utilities	18,369	16,700	16,700	20,256	20,256
Travel & Training	1,603	1,355	1,355	1,355	1,355
Telecommunications	1,650	3,996	3,996	2,120	2,120
Postage & Mailing	70	50	50	100	100
Airport Maintenance		125,000	125,000	0	0
<b>TOTAL</b>	<b>\$249,588</b>	<b>\$368,818</b>	<b>\$379,818</b>	<b>\$215,289</b>	<b>\$217,760</b>

**Budget Description**

The Proposed FY 2004 Lynchburg Regional Airport – Airfield budget of \$217,760 represents a 40.96% increase of \$151,058 as compared to the Adopted FY 2003 budget of \$368,818.

Significant changes introduced in the Requested FY 2004 budget include:

- ♦ \$125,000 decrease in Airport Maintenance previously budgeted under a reimbursable State airport maintenance program.
- ♦ \$16,185 for decrease in snow removal related expenses transferred to a new separate cost center for FY 2004.
- ♦ \$10,023 decrease achieved through reduced overtime.

The department Requested \$215,289.

All items requested are proposed for funding.





## General Aviation Operating Expenses

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Personnel (FTE)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Personal Services	21,691	22,204	22,204	22,208	22,602
Employee Benefits	7,243	7,040	7,040	7,571	7,661
Miscellaneous Contractual Services	359	1,115	1,115	1,200	1,200
Supplies & Materials	26	1,650	1,650	1,650	1,650
Utilities	6,091	9,281	9,281	9,281	9,281
<b>TOTAL</b>	<b>\$35,410</b>	<b>\$41,290</b>	<b>\$41,290</b>	<b>\$41,910</b>	<b>\$42,394</b>

**Budget Description**

The Proposed FY 2004 Lynchburg Regional Airport – General Aviation budget of \$42,394 represents a 2.67% increase of \$1,104 compared to the Adopted FY 2003 budget of \$41,290.

No significant changes were introduced in the Requested FY 2004 budget.

The department Requested \$41,910.

All items requested are proposed for funding.

**Other Expenses****BUDGET SUMMARY**

	<b>Actual FY 2002</b>	<b>Adopted FY 2003</b>	<b>Amended FY 2003</b>	<b>Requested FY 2004</b>	<b>Manager's Proposed FY 2004</b>
Maintenance & Repair	4,280	5,526	5,526	7,112	7,112
Miscellaneous Contractual Services	25	1,740	1,740	1,000	1,000
Supplies & Materials	2,933	2,931	2,931	1,300	1,300
Utilities	12,638	19,100	19,100	19,700	19,700
<b>TOTAL</b>	<b>\$19,876</b>	<b>\$29,297</b>	<b>\$29,297</b>	<b>\$29,112</b>	<b>\$29,112</b>

**Budget Description**

The Proposed FY 2004 Lynchburg Regional Airport – Other budget of \$29,112 represents a 0.63% decrease of \$185 as compared to the Adopted FY 2003 budget of \$29,297.

No significant changes were introduced in the Requested FY 2004 budget.

The department Requested \$29,112.

All items requested are proposed for funding.



## Fire and Rescue Operating Expenses

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
<b>Personnel (FTE)</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>	<b>3.33</b>
Salaries	145,452	161,526	161,526	157,238	160,302
Employee Benefits	45,931	44,432	44,432	45,860	46,562
Maintenance & Repair	0	550	550	650	650
Supplies & Materials	56	1,050	1,050	3,050	3,050
Travel & Training	2,585	1,400	1,400	2,450	2,450
Telecommunications	598	875	875	650	650
<b>TOTAL</b>	<b>\$194,622</b>	<b>\$209,833</b>	<b>\$209,833</b>	<b>\$209,898</b>	<b>\$213,664</b>

**Budget Description**

The Proposed FY 2004 Lynchburg Regional Airport – Fire and Rescue budget of \$213,664 represents 1.83% increase of \$3,831 as compared to the Adopted FY 2003 budget of \$209,833.

No significant changes were introduced in the Requested FY 2004 budget.

The department Requested \$209,898.

All items requested are proposed for funding.

**Law Enforcement Operating Expense****BUDGET SUMMARY**

	<b>Actual FY 2002</b>	<b>Adopted FY 2003</b>	<b>Amended FY 2003</b>	<b>Requested FY 2004</b>	<b>Manager's Proposed FY 2004</b>
Salaries	76,672	0	0	167,209	167,209
Employee Benefits	6,225	0	0	12,791	12,791
<b>TOTAL</b>	<b>\$82,897</b>	<b>\$0</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$180,000</b>

**Budget Description**

The Proposed FY 2004 Lynchburg Regional Airport – Law Enforcement budget of \$180,000 represents a 100% increase as compared to the Adopted FY 2003 budget.

Significant changes introduced in the Requested FY 2004 budget include:

- ♦ \$180,000 increase for City law enforcement personnel assigned to the passenger screening check point (100% reimbursable). Airport security was under Federal jurisdiction for FY 2003.

The department Requested \$180,000.

All items requested are proposed for funding.



## Snow Removal Operating Expenses

## BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Requested FY 2004	Manager's Proposed FY 2004
Salaries	0	0	0	7,000	7,000
Employee Benefits	0	0	0	535	535
Maintenance & Repair	0	0	0	6,000	6,000
Miscellaneous Contractual Services	0	0	0	1,800	1,800
Supplies & Materials	0	0	0	12,250	12,250
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,585</b>	<b>\$27,585</b>

**Budget Description**

The Proposed FY 2004 Lynchburg Regional Airport – Snow Removal budget of \$27,58, represents a 100% increased as compared to the Adopted FY 2003 budget.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$13,800 reallocated to this budget from the Lynchburg Regional Airport – Airfield budget.
- ◆ \$13,785 reallocated to this budget from the General Public Works Snow Removal budget.

The department Requested \$27,585.

All items requested are proposed for funding.



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